



State of Washington
Business Licensing Service
PO Box 9034
Olympia, WA 98507-9034
1-800-451-7985

UBI

Owner name

Vehicle Dealer/Manufacturer Addendum

(To obtain a license as a dealer of **motor vehicles, manufactured homes, travel trailers, miscellaneous vehicles, off-road vehicles, snowmobiles, vessels** and/or as a **vehicle manufacturer**)

This addendum form may only be submitted as an attachment to the Business License Application.

Please read the instruction pages before completing this form.

A Licenses requested – All applicants

Mark all that apply to this business location only. Refer to the instruction sheet for special circumstances regarding any of these licenses.

Wholesale only (no retail sales allowed)

☐ Motor vehicle wholesaler (223) – only wholesale sales of used cars, trucks, and/or motor homes. You must attach a list of the addresses of all facilities at which wholesale vehicle inventory will be stored.

Retail sales (also allows wholesale sales)

- | | |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Motor vehicle dealer (220) | <input type="checkbox"/> Miscellaneous vehicle dealer (238) |
| <input type="checkbox"/> Motor vehicle dealer subagency (221) | <input type="checkbox"/> Miscellaneous vehicle dealer subagency (239) |
| <input type="checkbox"/> Manufactured home/travel-trailer dealer (227) | <input type="checkbox"/> Off-road vehicle dealer (230) |
| <input type="checkbox"/> Mfd. home/travel-trailer dealer subagency (228) | <input type="checkbox"/> Snowmobile dealer (232) |
| <input type="checkbox"/> Vessel dealer (234)** | <input type="checkbox"/> Vehicle manufacturer (225) (attach a list of dealers in Washington selling your product) |

As a **vessel dealer, will you accept a customer's money on deposit? ☐ Yes ☐ No

If "yes," provide the following information for your trust account.

Bank name

Branch

Account number

B License plates/decals required – All applicants

Indicate how many plates and/or vessel decals you need for this location (if you are applying for a subagency, any plates you request below for this location are considered **in addition** to those issued, or requested for the principal location).

For those listed in the first column below, you are allowed up to 3 plates each, per location. **To calculate the maximum plates you may request for this location:**

1. Estimate sales volume for the next 12 months under one license type for this location.
2. Multiply by 6% (.06), round up fractions. Repeat for other plate types.

Sales volume estimates required for these plates (see above)

Plate quantity

No calculations required for these plates/decals

Plate/decals quantity

Motor veh. dealer or subagency (or wholesaler) _____

Off-road vehicle dealer _____

Mfd. home/travel-trailer dealer or subagency _____

Snowmobile dealer _____

Misc. vehicle dealer or subagency (motorcycles) _____

Vehicle manufacturer _____

Misc. vehicle dealer or subagency (trailers, etc.) _____

Vessel dealer _____

C New vehicle sales – Motor vehicle, mfd. home/travel trailer, and misc. vehicle dealer applicants only

Mark whether at this location you will be selling **new** vehicles in those classifications listed below:

Type of vehicle dealer:

New vehicle sales?

Motor vehicle dealer or subagency ☐ Yes ☐ No

Manufactured home/travel-trailer dealer or subagency ☐ Yes ☐ No

Miscellaneous vehicle dealer or subagency ☐ Yes ☐ No

If you marked "yes" to any of the above, you must attach to this application:

- A list of all the vehicle manufacturers (name and address and Washington State vehicle manufacturer and/or UBI number) your dealership represents
- A sales and service agreement for each manufacturer listed (see the instruction sheet for a suggested format)

D Exemptions—Auctioneer and vessel dealer certifications and exemptions

Auctioneers

Are you applying for a motor vehicle dealer license and requesting the auctioneer exemption? ☐ Yes ☐ No

If you marked “yes”:

- you must have a current auctioneer license, issued under RCW 18.11
- your signature on the Business License Application certifies you do not intend to own vehicle inventory and all vehicle sales will occur off-site, away from your place of business.
- licensed auctioneers who have a motor vehicle dealer license may auction vessels up to 25 feet in length without obtaining a vessel dealer license.

Vessel dealer bond waiver

Are you applying for a vessel dealer license and requesting exemption from the bonding requirement? . . . ☐ Yes ☐ No

If you marked “yes”:

- your signature on the Business License Application certifies you will not sell more than fifteen (15) vessels per year, having a retail value of not more than \$2000 dollars each.
- to maintain the exemption you will be required to certify on the annual renewal notice that the number of vessels sold and the highest retail value of any vessel sold in the registration year did not exceed the allowed limits.

E Bonding

You must attach properly executed surety bond(s) for the business activities indicated. Refer to the instruction sheet for bond descriptions, requirements, and minimum dollar amounts.

- If you have applied for a license as a **motor vehicle wholesaler, motor vehicle dealer** or its **subagency, manufactured home/travel-trailer dealer** or its **subagency**, and/or **miscellaneous vehicle dealer** or its **subagency**, all activities may be covered by a single bond for this one business location. Please refer to the instruction sheet.
- The **vehicle manufacturer** license requires its own bond, but a bond is only required if manufactured homes and/or travel trailers are being manufactured.
- The **vessel dealer** license requires a separate bond for each business location (unless exempted, see section 4).

Note: There is no bond required for the **off-road vehicle dealer** or **snowmobile dealer** licenses.

F Supplemental documentation

In addition to the documents requested previously on this addendum, you must also attach to this application some or all of the documents and/or lists indicated below. Refer to the instruction sheet to determine which of these you must include, then check the appropriate boxes below and attach the required documentation to the application.

- ☐ Certificate of Dealer Education
- ☐ Business property lease agreement or proof of property ownership
- ☐ Corporate/LLC information sheet
- ☐ Description of vehicles manufactured
- ☐ Financial source of funds statement
- ☐ Warranty & service agreement
- ☐ Personal/criminal history statement
- ☐ List of distributing dealerships
- ☐ Fingerprint cards

G Business location requirements

Please read the business location requirements in Section G of the instructions for the Vehicle Dealer/Manufacturer Addendum.

- **Your application will not be approved without meeting the requirements for the place of business.**
- Your signature on the Business License Application certifies that this business location site meets all applicable building codes, zoning and other land-use ordinances.
- If a site inspection or certification is required for the licenses you have requested, you will be contacted by the Vehicle Services Division to arrange for the inspection or certification by a vehicle services investigator. If you have questions, please call Dealer Services at (360) 664-6466.